

PERSONNEL AND HIGHER EDUCATION COMMITTEE

AGENDA

OCTOBER 31, 2019

Committee Members: *Geraghty, Frasier, McDevitt, Leggett, Braymer, Simpson, Hyde, Diamond, Loeb, Merlino and Sokol*

- I. Committee meeting called to order by Chairman.
- II. Motion to approve minutes of prior Committee meetings.
- III. Privilege of the floor
- IV. **Action Agenda**
 - 1) **Request from SUNY Adirondack** - to authorize a resolution supporting a permanent funding floor for the community college base State-aid formula for fiscal year 2020. *Draft Resolution Attached.*
 - 2) **Items/Requests to be Discussed by the Human Resources Director and/or Personnel Officer:**
Human Resources-
Review of report on tracking of vacancies filled.
 - 3) **Referrals from the Criminal Justice & Public Safety Committee, Public Defender:**
 - A) Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Data Officer - Indigent Legal Services, *Annual Salary \$55,930*, effective January 1, 2020.
 - B) Request to extend the appointment of the Warren County Public Defender beyond the December 31, 2019 expiration until the Board of Supervisors makes a formal appointment at their Organization meeting in January of 2020.
 - 4) **Referral from the Health, Human & Social Services Committee, Social Services:**
Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Principal Social Welfare Examiner #3, *Grade 15, Base Annual Salary \$42,141*, and to delete the position of Sr. Social Welfare Examiner, effective January 1, 2020.
 - 5) **Referral from the Support Services Committee, County Clerk:**
Request to amend the Table of Organization and Salary Schedule to create and fill the new position of Sr. Motor Vehicle Examiner, *Grade 10, Base Annual Salary \$37,633*, and to delete the position of Motor Vehicle License Registration Clerk, *Grade 8, Base Annual Salary \$34,988*, effective November 18, 2019.
 - 6) **Requests/Items to be Discussed by the County Administrator:**
 - A) Discussion regarding restructuring of the Office of Emergency Services Department and job description of the Director position.
 - B) Review and approval of the Non-Union Salary Grid.
 - C) Review and approval of revised Employee Evaluation form.
- V. **Pending Items:**
Personnel - None.
Higher Education - None.

Continued

VI. Vacancies Approved for Filling by Oversight Committee:

- District Attorney** - 3rd Assistant District Attorney, *Annual Salary* \$82,078, due to resignation.
4th Assistant District Attorney, *Annual Salary* \$69,275, due to promotion.
5th Assistant District Attorney, *Annual Salary* \$70,520, due to promotion.
6th Assistant District Attorney, *Annual Salary* \$65,258, due to promotion.
7th Assistant District Attorney, *Annual Salary* \$65,258, due to promotion.
- Public Works** - MEO (L) #3, *Grade 7, Base Annual Salary* \$33,600, due to resignation.
MEO- Medium #8, *Grade 9, Base Annual Salary* \$36,214, due to resignation.
Highway Manager #2, *Annual Salary* \$78,991, due to resignation.
- Sheriff** - Communications Officer #11, *Annual Salary* \$41,740.24, due to retirement.
- Social Services** - Senior Account Clerk #4, *Grade 7, Base Annual Salary* \$33,600.

Agenda Item 9.1

**ADIRONDACK COMMUNITY COLLEGE RESOLUTION
SUPPORTING A PERMANENT FUNDING FLOOR
FOR COMMUNITY COLLEGE BASE STATE AID FORMULA
FISCAL YEAR 2020**

WHEREAS community colleges serve as economic engines that provide a trained workforce and educated citizenry for the State of New York and the local communities in which they're located; and

WHEREAS community colleges are anchor institutions that help keep their communities strong and vibrant by serving as major employers, community hubs, and social centers; and

WHEREAS community colleges are the primary catalyst to the middle class by serving more low-income students than any other sector of higher education; and

WHEREAS community colleges anticipate and respond to the emerging needs of their local communities and remain the most adaptable sector of higher education; and

WHEREAS community colleges serve nearly half of all undergraduates enrolled in the SUNY System along with nearly as many life-long learners through non-credit classes; and

WHEREAS a level of predictability in State funding is essential to provide community colleges the ability to plan and budget accordingly and recognizes each college's annual fixed costs; and

WHEREAS the 98% of the previous year or \$100 increase per FTE, whichever is greater, language added to the community college funding model for fiscal year 2019 was a step in the right in the direction and appreciated; and

WHEREAS the funding floor should be set in State statute at 100% of the previous year or \$100 increase per FTE, whichever is greater; therefore be it

RESOLVED, that the SUNY Adirondack Board of Trustees fully supports the proposal that New York State change the base state aid formula allocation for each community colleges to be permanently set at 100% of the previous year or \$100 increase per FTE, whichever is more.

2019 - INTENT TO FILL VACANT POSITIONS

Personnel Cmtc./ Approval Date	Department	Position Title	Incumbent	Reason for Vacancy*	Incumbent Salary	Salary Approved	Date Filled	Hire	Salary Hired	Approved vs. Hired	Incumbent vs. Hired
1/1/2019	HR	HR Clerk (24 hours/ week)	N/A	N	N/A	\$ 19,200.00	1/7/2019	Williams	\$ 19,200.00	\$ -	\$ -
1/1/2019	Health Services	Children w/ Special Needs Program Mgr.	N/A	N	N/A	\$ 50,816.00	1/1/2019	Mastrianni	\$ 61,519.00	\$ 10,703.00	\$ -
1/1/2019	Health Services	Office Specialist	N/A	N	N/A	\$ 33,600.00	1/1/2019	Caldwell	\$ 42,536.00	\$ 8,936.00	\$ -
1/1/2019	Health Services	Public Health Program Manager	N/A	N	N/A	\$ 51,816.00	1/7/2019	Oxford	\$ 51,394.00	\$ (422.00)	\$ -
1/1/2019	Health Services	RPN #11 (2548)	N/A	N	N/A	\$ 47,523.00	2/4/2019	Maxwell	\$ 48,935.00	\$ 1,412.00	\$ -
1/1/2019	Health Services	PHN #22 (2549)	N/A	N	N/A	\$ 50,816.00	vacant				
1/1/2019	Health Services	Quality Assurance Evaluator #1- PD	N/A	N	N/A	\$100/ unit	6/7/2019	DiMezza	\$100/unit		
1/1/2019	Health Services	Quality Assurance Evaluator #2- PD	N/A	N	N/A	\$100/ unit	6/7/2019	Grover	\$100/unit		
1/1/2019	Health Services	Quality Assurance Evaluator #3- PD	N/A	N	N/A	\$100/ unit	vacant	Russom	\$100/unit		
1/1/2019	Fire Prev. & Bldg. Code Enf.	Fire Prev. & Bldg. Code Enf. Officer #6 (2163)	N/A	N	N/A	\$ 45,455.00	1/7/2019	Boilinger	\$ 45,455.00	\$ -	\$ -
1/1/2019	Health Services	Public Health Program Coordinator	Oxford	PR	\$ 47,071.00	\$ 46,492.00	1/14/2019	Shah	\$ 46,492.00	\$ -	\$ (579.00)
1/1/2019	Health Services	WIC Nutrition Facilitator- PT	Shah	PR	\$ 21,145.00	\$ 21,695.00	3/4/2019	Martin	\$ 21,695.00	\$ -	\$ 550.00
1/31/2019	Countryside	Account Clerk #3 PT (2197)	Chilson	RS	\$ 28,588.00	\$ 29,333.00	vacant				
1/31/2019	Countryside	Senior Aide #1 (2394)	Durkin	RT	\$ 44,036.00	\$ 33,600.00	4/22/2019	Hall	\$ 44,036.00	\$ 10,436.00	\$ -
1/31/2019	County Clerk/DMV	MV License/Registration Clerk #10 (1117)	LoVerde	O	\$ 34,101.00	\$ 34,988.00	3/25/2019	Bruno	\$ 34,988.00	\$ -	\$ 887.00
1/31/2019	District Attorney	5th Assistant DA (1062)	Shkolnik	RS	\$ 60,178.00	\$ 60,178.00	2/16/2019	McCarty	\$ 60,178.00	\$ -	\$ -
1/31/2019	District Attorney	6th Assistant DA (1063)	McCarty	PR	\$ 54,371.00	\$ 54,371.00	2/16/2019	Goldstein	\$ 54,371.00	\$ -	\$ -
1/31/2019	District Attorney	7th Assistant DA (2421)	Goldstein	PR	\$ 52,260.00	\$ 52,260.00	5/13/2019	Gebru	\$ 65,238.00	\$ 12,998.00	\$ 12,998.00
1/31/2019	Office for the Aging	Meal Site Cook #10 (1944)	Freeburn	RS	\$ 25,612.00	\$ 27,438.00	2/25/2019	Allen	\$ 27,438.00	\$ -	\$ 1,826.00
1/31/2019	Office for the Aging	Food Service Manager (1929)	Lapasinskas	RS	\$ 26,392.00	\$ 25,666.00	1/28/2019	Peters-Dashnaw	\$ 25,666.00	\$ -	\$ (726.00)
1/31/2019	Public Works - Parks Rec RR	Building Maintenance Worker #11 (1193)	Shaughnessy	PR	\$ 33,600.00	\$ 33,600.00	3/18/2019	Rumble	\$ 33,600.00	\$ -	\$ -
1/31/2019	Public Works	MEO (L) #21(1262)	Toll	PR	\$ 33,312.00	\$ 33,600.00	3/4/2019	Figura	\$ 33,600.00	\$ -	\$ 288.00
1/31/2019	Public Works	MEO (L) #28 (2320)	Russell	PR	\$ 33,312.00	\$ 33,600.00	vacant				
1/31/2019	Social Services	Medicaid Clerk #3 (2071)	Murray	PR	\$ 34,862.00	\$ 30,520.00	3/11/2019	Murray	\$ 35,769.00	\$ 5,249.00	\$ 907.00
1/31/2019	Social Services	Intake Clerk #7 (2406)	Heid	O	\$ 36,251.00	\$ 29,333.00	4/1/2019	Licari	\$ 28,605.00	\$ (728.00)	\$ (7,646.00)
1/31/2019	Social Services	Caseworker #32 (1661)	Berry	PR	\$ 50,609.00	\$ 43,390.00	4/15/2019	Norton	\$ 43,390.00	\$ -	\$ (7,219.00)
1/31/2019	Treasurer	Principal Account Clerk #4 (2566)	N/A	O	N/A	\$ 37,633.00	2/18/2019	Nieves	\$ 37,633.00	\$ -	\$ -
3/1/2019	Health Services	RPN #39 (2379)	Allman	O	\$ 53,973.00	\$ 47,523.00	4/15/2019	Steady	\$ 47,523.00	\$ -	\$ (6,450.00)
3/1/2019	Health Services	Public Health Liaison - PT (24hr/wk) (1619)	Oxford	PR	\$ 15,75/hr	\$ 20,160.00	3/25/2019	Potter	\$ 20,160.00	\$ -	\$ -
3/1/2019	Health Services	Assistant Director Public Health (1598)	Jones	PR	\$ 80,891.00	\$ 80,891.00	4/1/2019	Belden	\$ 80,891.00	\$ -	\$ -
3/1/2019	Parks, Recreation & Railroad	Environmental Education Administrator (1198)	Sproy	RT	\$ 58,338.00	\$ 50,000.00	5/27/2019	Badley	\$ 50,000.00	\$ -	\$ (8,338.00)
3/1/2019	Social Services	Social Services Investigator #2 (1758)	Wildley	RS	\$ 44,656.00	\$ 38,225.00	3/11/2019	McKinney	\$ 44,656.00	\$ 6,431.00	\$ -
3/1/2019	Social Services	Account Clerk - Temporary (2570)	N/A	O	N/A	\$ 29,333.00	3/21/2019	Sady	\$ 29,333.00	\$ -	\$ -
3/1/2019	Social Services	Case Manager (2569)	N/A	O	N/A	\$ 40,954.00	6/17/2019	Hill	\$ 51,884.00	\$ 10,930.00	\$ -
3/1/2019	Sheriff	Patrol Officer #34 (1384)	Wittenberg	PR	\$ 67,981.00	\$ 40,390.00	2/28/2019	Long	\$ 52,919.00	\$ 12,529.00	\$ (15,062.00)
3/1/2019	Sheriff	Investigator #1 (1378)	Hatin	RT	\$ 74,181.00	\$ 69,456.00	2/28/2019	Wittenberg	\$ 74,181.00	\$ 4,725.00	\$ -
3/1/2019	Civil Service	Civil Service Specialist (2567)	N/A	O	N/A	\$ 43,500.00	4/15/2019	Casey	\$ 43,500.00	\$ -	\$ -
3/1/2019	Civil Service	Civil Service Assistant (2568)	N/A	O	N/A	\$ 40,000.00	3/18/2019	Jernigan	\$ 40,000.00	\$ -	\$ -
4/5/2019	Buildings & Grounds	Janitor #3 (2139)	Heid	PR	\$ 37,194.00	\$ 29,333.00	4/29/2019	Hilton	\$ 34,401.00	\$ 5,068.00	\$ (2,793.00)
4/5/2019	Buildings & Grounds	Cleaner #11 (2264)	Hilton	PR	\$ 32,215.00	\$ 27,438.00	4/29/2019	Kelly	\$ 27,438.00	\$ -	\$ (4,777.00)
4/5/2019	County Attorney	Legal Assistant #2 (1129)	Morgan	O	\$ 48,016.00	\$ 45,000.00	5/1/2019	Calo	\$ 45,000.00	\$ -	\$ (3,016.00)
4/5/2019	Countryside	Institutional Aide Per Diem (2525)	Martindale	RS	\$ 28,026.00	\$ 28,026.00	4/8/2019	Hall	\$ 28,026.00	\$ -	\$ -
4/5/2019	Countryside	Institutional Aide #12 (1870)	Moon	RT	\$ 37,710.00	\$ 28,026.00	4/1/2019	Durkin	\$ 28,026.00	\$ -	\$ (9,684.00)
4/5/2019	Countryside	Food Service Helper per diem (2126)	Durkin	PR	\$ 27,438.00	\$ 27,438.00	vacant				

* (RT= Retired, RS= resigned, PR= promotion, O= Other, N= New)

4/5/2019	Health Services	RPN #37 (13295)	Smith	RS	\$ 55,376.00	\$ 47,523.00	4/15/2019	Brouillette	\$ 47,523.00	\$ -	\$ (7,853.00)
4/5/2019	Health Services	RPN #31 (1597)	Hoerter	RS	\$ 48,101.00	\$ 47,523.00	5/6/2019	Koraus	\$ 47,523.00	\$ -	\$ (578.00)
4/5/2019	Planning	Junior Planner (2483)	N/A	N	N/A	\$ 38,818.00	4/1/2019	Beck	\$ 38,818.00	\$ -	\$ -
4/5/2019	Public Works	Senior Account Clerk (1207)	Binder	RS	\$ 39,324.00	\$ 33,600.00	6/24/2019	Kocsis	\$ 33,600.00	\$ -	\$ (5,724.00)
4/5/2019	Public Works	HEO #14 (2186)	Ross	PR	\$ 45,434.00	\$ 37,633.00	6/24/2019	Tyrell	\$ 39,541.00	\$ 1,908.00	\$ (5,893.00)
4/5/2019	Social Services	Asst. SS Attorney- Part Time (20 hours)	DeSilefano	RS	\$ 37,741.00	\$ 34,260.00	vacant				
4/5/2019	Social Services	Social Welfare Examiner #17 (1722)	Snowball	PR	\$ 40,922.00	\$ 34,988.00	4/15/2019	Murray	\$ 40,922.00	\$ 5,934.00	\$ -
4/5/2019	Social Services	Social Welfare Examiner #43 (2167)	McKinney	PR	\$ 40,922.00	\$ 34,988.00	5/13/2019	Kelley	\$ 34,988.00	\$ -	\$ (5,934.00)
5/2/2019	Sheriff	Senior Building Maintenance Mechanic/ Auto Mech #1	N/A	O	N/A	\$ 58,586.21	5/1/2019	DuPrey	\$ 61,281.58	\$ 2,695.37	\$ -
5/2/2019	Sheriff	Building Maintenance Mechanic #1	N/A	O	N/A	\$ 47,302.07	5/1/2019	Smith	\$ 47,302.07	\$ -	\$ -
5/2/2019	Sheriff	Building Maintenance Mechanic PT Temp.	N/A	N	N/A	\$ 47,302.07	5/1/2019	Diamond	\$ 47,302.07	\$ -	\$ -
5/2/2019	County Clerk/DMV	Motor Vehicle Lic. Reg. Clerk PT (2377)	LoVerde	RS	\$ 17,050.00	\$ 17,494.00	8/5/2019	Lewis	\$ 17,494.00	\$ -	\$ 444.00
5/2/2019	Public Defender	5th Assistant Public Defender (1078)	Gregor	RS	\$ 63,066.00	\$ 63,066.00	7/22/2019	Leahy	\$ 63,066.00	\$ -	\$ -
5/2/2019	Veterans Services	Program Coordinator Peer to Peer Support Services	N/A	N	N/A	\$ 21,684.00	7/24/2019	Taylor	\$ 21,684.00	\$ -	\$ -
6/6/2019	Public Defender	Case Manager- Public Defender (2576)	N/A	N	N/A	\$ 40,954.00	vacant				
6/6/2019	Public Defender	Legal Clerk (2577)	N/A	N	N/A	\$ 30,520.00	vacant				
6/6/2019	Social Services	Supervisor Case B #5 (2578)	N/A	N	N/A	\$ 49,557.00	7/8/2019	Neel	\$ 60,152.00	\$ 10,595.00	\$ -
6/6/2019	Countryside	Institutional Aide #2- Part Time (1894)	Smith	O	\$ 29,594.00	\$ 28,026.00	7/8/2019	Hanna	\$ 28,026.00	\$ -	\$ (1,568.00)
6/6/2019	County Attorney	1st Assistant County Attorney	Lavine	RS	\$ 66,690.00	\$ 65,258.00	8/12/2019	Terwilliger	\$ 65,258.00	\$ -	\$ (1,432.00)
6/6/2019	IT	Computer Help Desk Technician I #3 (2543)	N/A	O	N/A	\$ 44,000.00	6/10/2019	Boutin	\$ 44,000.00	\$ -	\$ -
6/6/2019	Office for the Aging	Meal Site Cook #4 (1938)	Hoey	RS	\$ 35,037.00	\$ 27,438.00	8/5/2019	Medick	\$ 27,438.00	\$ -	\$ (7,599.00)
6/6/2019	DPW- Up Yonda	Naturalist #2	Badey	PR	\$ 42,384.00	\$ 40,000.00	7/29/2019	Wilson	\$ 40,000.00	\$ -	\$ (2,384.00)
6/6/2019	Public Defender	8th Assistant Public Defender	N/A	N	N/A	\$ 47,500.00	6/17/2019	Duhaney	\$ 47,500.00	\$ -	\$ -
6/6/2019	Sheriff	Communication Officer #3 (1431)	Wells	PR	\$ 54,597.00	\$ 40,563.88	6/24/2019	Rivers	\$ 40,563.88	\$ -	\$ (14,033.12)
6/6/2019	Sheriff	Senior Communication Officer #3 (2245)	Helms	PR	\$ 56,790.00	\$ 51,399.70	6/1/2019	Wells	\$ 57,347.00	\$ 5,947.30	\$ 557.00
6/6/2019	Sheriff	Communication Supervisor (1419)	Jeffords	RT	\$ 71,768.00	\$ 54,179.70	6/1/2019	Helms	\$ 59,540.00	\$ 5,360.30	\$ (2,228.00)
6/6/2019	Sheriff	Investigator #4 (1357)	Jeffords	RT	\$ 74,181.00	\$ 72,561.00	5/31/2019	Genier	\$ 72,561.00	\$ -	\$ (1,620.00)
6/6/2019	Sheriff	Patrol Officer #47	Genier	PR	\$ 66,361.00	\$ 42,373.00	6/1/2019	Villano	\$ 48,121.00	\$ 5,748.00	\$ (18,240.00)
6/6/2019	Social Services	Keyboard Specialist #4 (2096)	Licari	PR	\$ 28,605.00	\$ 28,026.00	vacant				
6/6/2019	Social Services	Keyboard Specialist #7 (2306)	Hanchett	PR	\$ 29,594.00	\$ 28,026.00	6/25/2019	Moore	\$ 28,026.00	\$ -	\$ (1,568.00)
6/6/2019	Social Services	Social Services Investigator #3 (2073)	Mende	RT	\$ 49,286.00	\$ 38,225.00	8/19/2019	Morgan	\$ 44,656.00	\$ 6,431.00	\$ (4,630.00)
7/1/2019	District Attorney	Crime Victim Specialist Part- Time (2526)	Wilson	O	\$ 29,073.00	\$ 28,668.00	7/8/2019	Choppa	\$ 28,668.00	\$ -	\$ (405.00)
7/1/2019	Public Health	PHN #22 (2549)	N/A	N	N/A	\$ 50,816.00	vacant				
7/1/2019	Public Health	PHN #35 (2250)	Hauser	RS	\$ 57,622.00	\$ 50,816.00	vacant				
7/1/2019	Public Defender	6th Assistant Public Defender (2380)	Bates	RS	\$ 55,149.00	\$ 55,149.00	7/22/2019	Duhaney	\$ 55,149.00	\$ -	\$ -
7/1/2019	Public Defender	7th Assistant Public Defender (2419)	Leahy	PR	\$ 60,327.00	\$ 60,327.00	7/29/2019	Fredette	\$ 60,327.00	\$ -	\$ -
7/1/2019	Sheriff	Patrol Officer #14 (1388)	Habshi	RS	\$ 66,361.00	\$ 42,373.00	7/19/2019	Herrmann	\$ 55,517.00	\$ 13,144.00	\$ (10,844.00)
7/1/2019	Social Services	Senior Social Welfare Examiner (1628)	Hill	PR	\$ 48,786.00	\$ 38,225.00	7/1/2019	McKinney	\$ 44,656.00	\$ 6,431.00	\$ (4,130.00)
7/1/2019	Social Services	Senior Support Investigator #1 (1742)	Hargraves	PR	\$ 47,786.00	\$ 38,225.00	vacant				
7/1/2019	Social Services	Social Welfare Examiner #14 (1631)	Murray	PR	\$ 40,922.00	\$ 34,988.00	7/10/2019	Rowland	\$ 40,922.00	\$ 5,934.00	\$ -
7/1/2019	Treasurer	Accounting Technician #2	White	O	\$ 47,523.00	\$ 47,523.00	7/1/2019	Rothmel	\$ 47,523.00	\$ -	\$ -
8/1/2019	District Attorney	Legal Clerk #1	N/A	N	N/A	\$ 31,100.00	8/19/2019	Fox	\$ 31,100.00	\$ -	\$ -
8/1/2019	District Attorney	Legal Clerk #2	N/A	N	N/A	\$ 39,038.00	8/19/2019	Derbyshire	\$ 39,038.00	\$ -	\$ -
8/1/2019	District Attorney	Legal Clerk #3	N/A	N	N/A	\$ 32,177.00	8/19/2019	Troelstra	\$ 32,177.00	\$ -	\$ -
8/1/2019	District Attorney	Legal Clerk #4	N/A	N	N/A	\$ 31,635.00	8/19/2019	Graham	\$ 31,635.00	\$ -	\$ -
8/1/2019	Buildings & Grounds	Cleaner #6	Trentacoste	RT	\$ 35,037.00	\$ 27,438.00	9/9/2019	Lawrence	\$ 27,438.00	\$ -	\$ (7,599.00)
8/1/2019	Public Health	Part Time Public Health Liaison (1619)	Potter	RS	\$ 20,160.00	\$ 20,160.00	vacant				
8/1/2019	Sheriff	Communications Officer #20 (2544)	N/A	N	\$ 40,563.88	\$ 40,563.88	7/9/2019	Crispell	\$ 40,563.88	\$ -	\$ -
8/1/2019	Social Services	Caseworker #6 (1652)	Flewelling	PR	\$ 46,286.00	\$ 43,390.00	9/9/2019	Seigfried	\$ 44,727.00	\$ 1,337.00	\$ (1,559.00)
8/1/2019	Social Services	Senior Caseworker #3 (1681)	Montanye	O	\$ 54,186.00	\$ 46,492.00	8/19/2019	Flewelling	\$ 49,554.00	\$ 3,062.00	\$ (4,632.00)

*(RT= Retired, RS= resigned, PR= promotion, O= Other, N= New)

8/1/2019	Social Services	Senior Caseworker #4 (1657)	Neel	PR	\$ 56,671.00	\$ 46,492.00	8/5/2019	Montanye	\$ 54,186.00	\$ 7,694.00	\$ (2,485.00)
8/1/2019	Social Services	Social Services Attorney (1684)	Perry	RS	\$ 77,688.00	\$ 77,688.00	10/21/2019	Lesperance	\$ 77,688.00	\$ -	\$ -
8/1/2019	Social Services	Social Welfare Examiner #20 (1720)	Rowland	O	\$ 40,921.00	\$ 34,988.00	8/26/2019	McMahon	\$ 40,922.00	\$ 5,934.00	\$ 1.00
8/29/2019	Office for the Aging	Aging Services Assistant- temp. (2583)	N/A	N	N/A	\$ 29,333.00	10/21/2019	Cabana	\$ 29,333.00	\$ -	
8/29/2019	Tourism	Communications Assistant (2417)	N/A	N	N/A	\$ 36,214.00	vacant				
8/29/2019	Buildings & Grounds	Cleaner #12 (2470)	Jarvis	R	\$ 27,438.00	\$ 27,438.00	vacant				
8/29/2019	Countryside	Senior Aide #2 (2395)	McByrne	PR	\$ 43,536.00	\$ 33,600.00	vacant				
8/29/2019	County Clerk	Sr. Legal Recording Clerk (1111)	Ryther	O	\$ 49,459.00	\$ 38,818.00	8/19/2019	Latham	\$ 45,341.00	\$ 6,523.00	\$ (4,118.00)
8/29/2019	County Clerk	Legal Recording Clerk (1123)	Latham	PR	\$ 39,324.00	\$ 33,600.00	vacant				
8/29/2019	Public Health	RPN #11 (2548)	Maxwell	RS	\$ 48,935.00	\$ 47,523.00	9/9/2019	Allocco	\$ 55,376.00	\$ -	\$ -
8/29/2019	Parks, Recreation & Railroad	Naturalist #3 (1200)	Olesheski	RS	\$ 42,384.00	\$ 42,384.00	9/23/2019	Landry	\$ 42,384.00	\$ -	\$ -
8/29/2019	Public Works	MEO Light #28 (2320)	Russell	O	\$ 33,313.00	\$ 33,600.00	9/23/2019	Secor	\$ 33,600.00	\$ -	\$ 287.00
8/29/2019	Public Works	MEO- Medium #7 (1256)	Bederian	PR	\$ 42,335.00	\$ 36,214.00	9/30/2019	Webb	\$ 36,793.00		
8/29/2019	Public Works	Sr. Engineering Technician (2321)	Meixner	RS	\$ 38,818.00	\$ 38,818.00	10/21/2019	Webster	\$ 38,818.00		
8/29/2019	Self- Insurance	Self- Insurance Specialist (2458)	Bolton	RS	\$ 39,397.00	\$ 38,818.00	9/30/2019	Smith	\$ 45,341.00	\$ 6,523.00	\$ 5,944.00
8/29/2019	Sheriff	Communications Officer # 15 (1435)	Farmer	RS	\$ 51,345.00	\$ 40,563.88	8/19/2019	Rivers	\$ 40,563.88	\$ -	\$ (10,781.12)
8/29/2019	Sheriff	Communications Officer #5 (1428)	Morse	RS	\$ 51,345.00	\$ 40,563.88	9/17/2019	Stortini	\$ 40,563.88	\$ -	\$ (10,781.12)
8/29/2019	Sheriff	Patrol Sergeant #10 (1360)	Fidd	RT	\$ 78,519.00	\$ 73,561.00	8/31/2019	Combs	\$ 78,519.00	\$ 4,958.00	\$ -
8/29/2019	Sheriff	Patrol Officer #2 (1382)	Combs	PR	\$ 71,319.00	\$ 42,373.00	9/1/2019	Murphy	\$ 55,517.00	\$ 13,144.00	\$ (15,802.00)
8/29/2019	Social Services	Social Welfare Examiner #40 (2101)	Burlingame	PR	\$ 40,922.00	\$ 34,988.00	9/23/2019	Long	\$ 34,988.00	\$ -	\$ (5,934.00)
8/29/2019	Social Services	Social Welfare Examiner #38 (2082)	Morgan	O	\$ 40,922.00	\$ 34,988.00	vacant				
10/4/2019	Assigned Counsel	Account Clerk (PT) (2586)	N/A	N	N/A		vacant				
10/4/2019	Assigned Counsel	Part- Time Grant Administrator (2587)	N/A	N	N/A		vacant				
10/4/2019	Employment & Training	Employment & Training Director II (2119)	Hunsinger	RS	\$ 64,330.00		vacant				
10/4/2019	Public Works	Auto Mechanic #9 (1272)	Desourdy	RS	\$ 39,472.00	\$ 38,225.00	vacant				
10/4/2019	Public Works	MEO (L) #13 (1263)	Webb	PR	\$ 34,179.00	\$ 33,600.00	10/21/2019	Kennedy	\$ 33,600.00		
10/4/2019	Public Works	MEO (L) #6 (1259)	Earl	RS	\$ 34,767.00	\$ 33,600.00	10/21/2019	Bent	\$ 33,600.00		
10/4/2019	Sheriff	Senior Account Clerk #7 (2584)	N/A	N	N/A		vacant				
10/4/2019	Social Services	Caseworker #34 (2407)	Beaudette	RS	\$ 45,501.00	\$ 43,390.00	10/21/2019	Cogdill	\$ 43,390.00		
TOTALS:									\$ 186,940.97	\$ (201,955.36)	

* (RT)= Retired, RS= resigned, PR= promotion, O= Other, N= New

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*****DEPARTMENT NAME: Public Defender's Office****DATE: 10/15/2019**

- (a) Title of Requested Position: **Data Officer - Indigent Legal Services**
- (b) Annual Base Salary (and Grade if Applicable): **\$55,930**
- (c) Effective Date for New Position: * **1/1/2020**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
n/a
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A.1171 110
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
- (g) Is this a mandated position? If so, please explain:
Yes, the Office of Indigent Legal Services has requested this position be staffed in each County in New York State.
- (h) Is there expected revenue from this position? If so, please explain:

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Defender's Office Payroll Dept. No:
Title of Position: Data Officer - Indigent Legal Services Base Salary of Position: \$55,930 Grade:
Filling at Step # (If Known):
Budget code and title: A.1171 110 Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other-creation
Employee No./Last Name: Date of Vacancy:
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal State 100% Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. 10-15-19

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 10/22/19

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature [Signature] Date 10/22/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Chiminea Justice & Public Safety
The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 10-22-19

RESOLUTION REQUEST FORM NO. 20**MISCELLANEOUS**

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: Public Defender's Office

DATE: 10/15/2019

- (a) Purpose of Request:
To extend the Warren County Public Defender's Appointment beyond 12/31/2019 (expiration) until The Board of Supervisors reappoints this position at their Organization Meeting in 2020.
- (b) Details:
The term of the Warren County Public Defender expires on 12/31/2019. As such, a request is being made to extend this term from January 1, 2020 and run until reappointment to allow cases to be handled until the Board of Supervisors reappoints the Public Defender position.
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 11***Request to Create New Position*****DEPARTMENT NAME: SOCIAL SERVICES****DATE: 10/21/19**

- (a) Title of Requested Position: **Principal Social Welfare Examiner #3**
- (b) Annual Base Salary (and Grade if Applicable): **Grade 15, Annual \$42,141**
- (c) Effective Date for New Position:* **January 1, 2020**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
Senior Social Welfare Examiner #
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A 6010 110
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
Yes
- (g) Is this a mandated position? If so, please explain:
Reimbursement: Federal 50%, State 25%
- (h) Is there expected revenue from this position? If so, please explain:

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.00
 Title of Position: Principal Social Welfare Examiner #3 Base Salary of Position: \$42,141 Grade: 15
 Filling at Step # (If Known): _____
 Budget code and title: A6010 110 - Salaries - Regular Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other - creation
 Employee No./Last Name: _____ Date of Vacancy: TBD (11/15/19 or later)
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal 50 % State 25 % Other _____ %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other _____
 Actual Impact to Budget Report will be provided monthly by Human Resources Director.
 Candidate's qualifications must be approved by Personnel Officer prior to hiring. Row 10/16/19
 Human Resources Director has approved this form when initialed. JF 10/16/19

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

- The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 10/16/19

BUDGET OFFICER COMPLETES THIS SECTION

- The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E Thomas Date 10/16/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human & Social Services

- The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature Edna A Francis Date 10/21/19

RESOLUTION REQUEST FORM NO. 11

Request to Create New Position

DEPARTMENT NAME: Warren County Clerk - DMV

DATE: 10/11/2019

- (a) Title of Requested Position: **Sr. Motor Vehicle Examiner (promotional)**
- (b) Annual Base Salary (and Grade if Applicable): **\$ 37,633 (Gr. 10)**
- (c) Effective Date for New Position:* **Nov. 2019**
*Please do not backdate unless the purpose is to correct an error.
- (d) List Any Position in the Department's Table of Organization Being Deleted as a Result of this Request: (Include annual salary and grade if applicable):
Motor Vehicle License Registration Clerk - Gr. 8 Base Salary \$ 34,988
- (e) Where are Funds in the Budget for this Position? List Budget Code, Object Code, Full Title and Amount:
A.1410 110 Fulltime Salaries
- (f) Has Personnel Officer Reviewed and Approved of the New Position Title? (This is necessary **BEFORE** bringing the request to committees.)
Yes, approves; NTF sent to CS/HR.
- (g) Is this a mandated position? If so, please explain:
V & T Law Sect. 205, Co. Clerk as agent to the Commissioner; staff hired to perform motor vehicle transactions at county DMV.
- (h) Is there expected revenue from this position? If so, please explain:
The Warren Co. DMV is responsible for processing in-house DMV transactions & generates over \$ 500,000 in revenue each year; revenue is retained by Warren County - Deposited into General Fund, offsetting the potential for tax increases. (Note: 2019 revenue project to approach \$ 600,000).

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: County Clerk Payroll Dept. No: 15
Title of Position: Sr. Motor Vehicle Examiner Base Salary of Position: \$37633 Grade: 10
Filling at Step # (If Known): ? 4 or 5
Budget code and title: A.1410 110 Co. Clerk Full Time Salaries Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [] Other [checked]
Employee No./Last Name: This is new, will be promoted to from MV Clerk Gr8 Date of Vacancy: New Position
Is this position mandated? [checked] Yes [] No Is the position reimbursable? [] Yes [checked] No
Source of reimbursement: [] Federal [] State [checked] Other 12.7 % retained by co. for transactions

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [checked] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. 10-15-19

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 10/28/19

BUDGET OFFICER COMPLETES THIS SECTION

[checked] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 10/28/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Support Services
[checked] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.

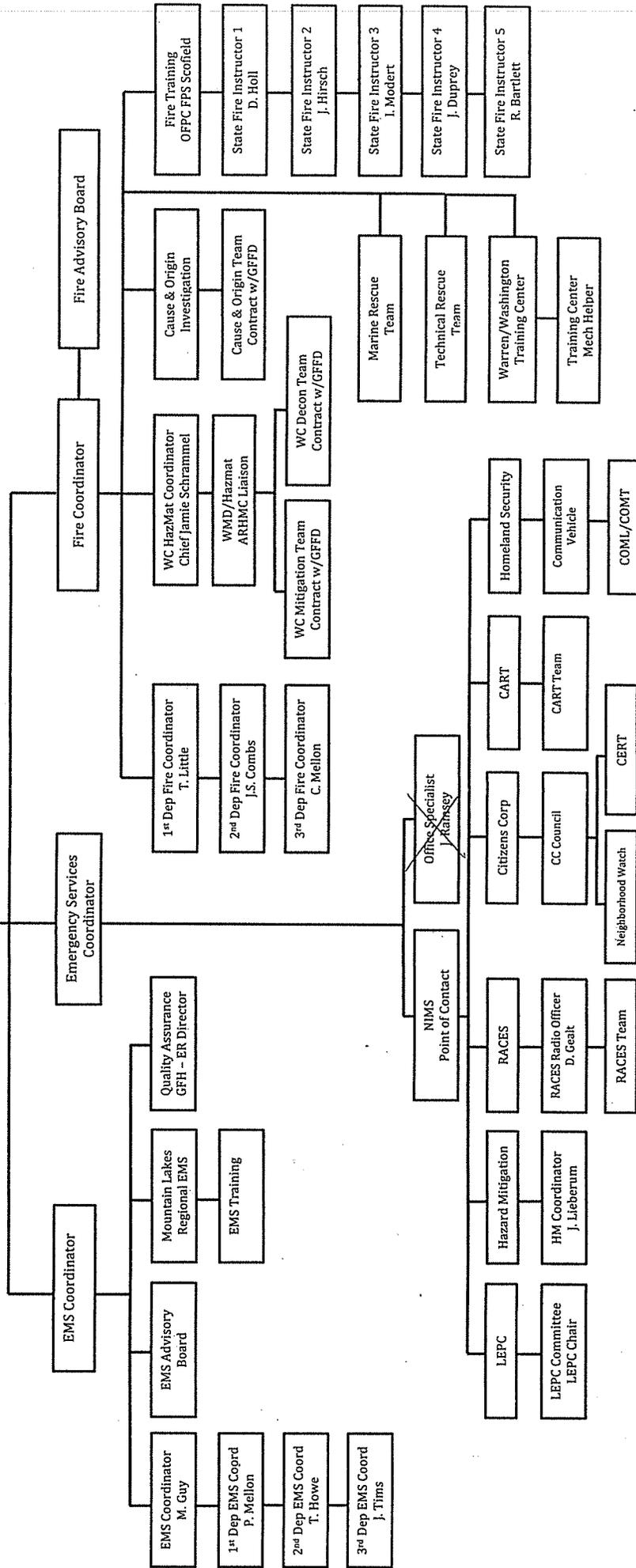
Ranking Committee Member Signature [Signature] Date 10/28/19

V3

Warren County Office of Emergency Services

Board of Supervisors
Office of Emergency Services
Director/Emergency Manager

Office Specialist



Proposed 2020

Promulgated November 15, 2019

Administrative Directive: Non-Bargaining Pay Scale Application

Authorization

On October 31, 2019, the Personnel Committee and Finance Committee approved a pay scale for non-bargaining managerial/confidential positions (attached hereto) in Warren County. The philosophy behind this pay scale is threefold:

- To recognize varying levels of responsibility, workload sizes, job duties and salaries for comparable positions in other jurisdictions by designating **Job Grades** to be assigned to each such position in the County;
- To incentivize experienced employees to remain with the county by establishing **Salary Increments** for which they will qualify upon reaching certain employment milestones; and
- To motivate said employees to excel by designating these Salary Increments as **Merit Increments** to be earned in accordance with job performance.

The Board of Supervisors authorized new salaries based on this pay scale by approving the 2020 Budget & Salary Schedule at the November 15, 2019 Board meeting. The new salaries are effective January 1, 2020. The pay scale will be maintained by the County Administrator and will be revised only as recommended by the Budget Officer and approved by the Board of Supervisors via the Salary Schedule. This pay scale is intended to provide an objective guide to the Board of Supervisors in setting salaries for non-bargaining attorney positions. As the governing body of the county, however, the Board of Supervisors reserves the right to deviate from the pay scale as it deems appropriate.

Rules for Application of Pay Scale

- 1. Initial Pay Scale.** The starting salaries for Job Grades were determined by the County Administrator, Human Resources Director and Personnel Officer after studying salaries for comparable positions in other jurisdictions. The growth factors between succeeding Salary Increments were also determined by this group based in part on analysis of pay scales for our unionized employees. Growth factors from one Salary Increment to the next are uniformly applied to every Job Grade in this pay scale.
- 2. Initial Salaries Established.** The initial designation of Job Grades and Merit Increments to specific non-bargaining positions was a joint recommendation of the County Administrator and the Department Head. These recommendations were in turn approved by the Budget Officer. The initial salaries were then included in the 2020 Budget & Salary Schedule.
- 3. Changing Job Grades.** From time to time, especially when positions are vacated or job duties are changed, it may be appropriate to elevate or decrease a particular position's Job Grade. Such action is subject to the approval of the amended salary by the full Board of Supervisors.
- 4. Determining Qualification for Salary Increments.** Unless otherwise authorized by the Board of Supervisors, the employee will be paid at the Entry Increment upon appointment to the position. If appointed to the position before August 1, the employee will qualify for the 1st Increment on January 1 of the subsequent calendar year. If appointed to the position on or

Promulgated November 15, 2019

after August 1, the employee must serve for a minimum of 12 months, after which he/she will qualify for the 1st Increment on January 1 of the subsequent calendar year. Thereafter, qualification for subsequent increments will occur on January 1st of subsequent years, provided the employee has not departed from county service.

5. **Exceptions to Starting at the Entry Increment.** From time to time, it may be appropriate for an employee to assume a position at an advanced salary increment. Examples include the necessity of offering a higher salary for job recruitment based upon experience. For all cases in which a non-bargaining employee is appointed to a position in a Salary Increment other than the Entry Increment, the corresponding salary must be approved by the Board of Supervisors.
6. **Awarding Merit Increments.** Merely qualifying for a Salary Increment does not guarantee that a non-bargaining employee will be paid at that level. In order to earn a Salary Increment to which an employee is qualified by virtue of his/her time on the job, the Department Head must affirmatively award the employee that Increment. The decision of whether or not to award these Merit Increments will be based on a job performance evaluation performed annually by the Department Head, documented, and submitted to the employee, the County Administrator, and the Human Resources Director no later than the Budget Request due date. A prescribed form (attached hereto) utilizing a 1-5 grading system will be used for these evaluations. An employee whose Comprehensive Score is below 3 should not be recommended for a Merit Increment. Otherwise, the Department Head will use his/her discretion in establishing a numerical threshold for earning the Increment. Merit Increments will only be awarded during the budget process, subject to the approval of the Budget Officer and Board of Supervisors, and will only take effect on January 1 (never mid-year).
 - a. In the case of Department Heads, the County Administrator will perform the evaluation outlined above in consultation with the Oversight Committee Chair, Personnel Committee Chair, Budget Officer, and Chairman of the Board or his/her designee. The completed evaluation will be provided to the Department Head during an annual evaluation meeting with the County Administrator, during which the Goal Setting Form submitted by the Department Head each January will also be discussed.
7. **Budget Formulation.** Every year, when budget instructions are disseminated to the Department Heads, the County Administrator will distribute a list of non-bargaining employees to each applicable Department Head. This list, which will be independently verified by the Human Resources department, will indicate the current Job Grade, Salary Increment, and salary of each employee as well as the Salary Increment(s) and corresponding salary for which that employee would qualify on the subsequent January 1. Based on the evaluation process outlined above, the Department Head will recommend the appropriate Increment and salary by marking this list. The Department Head will include the recommended salary in the Budget Request and will submit a signed copy of the marked list along with other budget materials.
8. **Cost of Living Adjustments (COLA).** Subject to recommendation by the Budget Officer and approval of the Board of Supervisors, a COLA may be applied uniformly to the non-bargaining pay scale during the budget process and will take effect on the subsequent January 1.

2020 NON Bargaining Positions

First Name	Last Name	Department Description	Position Title	GRADE
Ron	Conover	BOS	Chairman of Board stipend	BOS
coroners	coroners	Coroner	Coroner (x4)	BOS
Matt	Sokol	BOS	Vice Chairman stipend	BOS
supervisors	supervisors	BOS	Supervisor (x 20)	BOS
Frank	Thomas	BOS	Budget Officer stipend	BOS
Pamela	Vogel	County Clerk	County Clerk	BOS
Michael	Swan	Treasurer	County Treasurer	BOS
Nathan	York	Sheriff/Sheriff Law Enforcement	Sheriff	BOS
Patricia	Miller	Stop DWI	Traff Saf Bd Exec Sec	BOS
Elizabeth	McLaughlin	Board of Elections	Commissioner Elections #1	BOS
William	VanNess	Board of Elections	Commissioner Elections #2	BOS
Ryan	Moore	Administrative Fiscal Services	County Administrator	BOS
Marcy	Flores	Public Defender	Public Defender	24
Mary Elizabeth	Kissane	County Attorney	County Attorney	24
Kevin	Hajos	DPW/DPW Administration	Superintendent of Public Works	23
Christian	Hanchett	Social Services/Social Services Admin- 02	Commissioner Social Services	22
Robert	Lynch	Treasurer	Deputy Treasurer	22
Ginelle	Jones	Public Health/Preventive Program (CHA)	Director Pub Health/Patient Svc	21
Christopher	Lamouree	Sheriff/Sheriff Law Enforcement	Undersheriff	20
Edward	Doughney	DPW/Engineering	Senior Civil Engineer	19
Steven	Johnson	DPW/Maintenance Roads	Highway Manager #2	19
Robert	Iusi	Probation/Probation	Director of Probation	18
Wayne	Lamothe	Planning/Planning	County Planner	18
Jacqueline	Figueroa	Human Resources	County Human Resources Director	18
Robert	York	Mental Health	Director Mental Health	18
Michael	Colvin	Information Technology	Director Information Technology	18
Donald	DeGraw	DPW/Airport	Airport Manager	18
Frank	Morehouse	DPW/Buildings and Grounds	Superintendent Bldgs & Grounds	17
Patricia	Nenninger	Civil Service	Personnel Officer	17
Albert	Maday	Sheriff/Jail	Corrections Captain	17
James	LaFarr	Sheriff/Sheriff Law Enforcement	Major	17
Amy	Clute	Self Insurance	Insurance Administrator	16
Julie	Butler	Purchasing	Purchasing Agent	16
Timothy	Benway	DPW/Parks and Recreation	Director of Parks, Rec & RR Div.	16
Amanda	Allen	Clerk of the Legislative Board	Clerk of the Board	16
Tamara	DeLorenzo	Administrative Fiscal Services	Assist to County Administrator	16
Valerie	Whisenant	Public Health/Health Services	Assistant Director Patient Serv	16
Sara	Frankenfeld	Planning/GIS Program	Planning GIS Coordinator	16
Patricia	Belden	Public Health/Preventive Program (CHA)	Assistant Director Public Health	16
Christina	Mastrianni	Social Services/Social Services Admin- 02	Deputy Commissioner Soc Services	16
Daniel	Smith	DPW/Road Machinery	Fleet and Equipment Manager	16
Brian	LaFlure	Fire Prevention	Fire Coordinator/Director OES	16
Joanne	Conley	Tourism	Director of Tourism	15
Patricia	Tatich	Planning/Planning	Associate Planner (P/T)	15
Daniel	Donohue	Treasurer	Accountant	15
Jodi	Brynes	Public Health/Health Services	Supervising PHN #7	15
Robin	McLaughlin	Public Health/Health Services	Supervising PHN #4	15
Jeremy	Scrim	Information Technology	Sr. Computer Sys Analyst/Program	15
VACANT		Public Health/Disease Control	Supervising PHN #6	15
Christopher	Belden	Planning/Planning	Assistant County Planner	14
Carla	Sherman	County Auditor	County Auditor	14
Amy	Secor	Probation/Probation	Probation Supervisor #1	14
Lexie	Delurey	Real Property Tax	Director Real Property	14
Adam	Stephenson	Probation/Probation	Probation Supervisor #2	14
Chris	Hunsinger	Employment & Training/WIA-Admin (Staff)	E & T Director II	14

2020 NON Bargaining Positions

First Name	Last Name	Department Description	Position Title	GRADE
Charles	Wallace	Building & Fire Code	Administrator Fire & Bldg Code	14
Lisa	Coutu	Mental Health	Deputy Director Clinical	14
Peter	Girard	Tourism	Creative Director	14
Deanna	Park	Office for the Aging	Director Office for the Aging	14
Joy	LaFountain	Legal Defense - Indigents	Assigned Counsel Administrator	13
Maiken	Holmes	DPW/Engineering	Engineer I #3	13
Tawn	Driscoll	Public Health/Preventive Program (CHA)	Public Health Fiscal Manager	13
Tammy	Breen	Social Services/Social Services Admin- 02	Case Supervisor A	13
Julie	Montero	Social Services/Social Services Admin- 02	DSS Fiscal Manager	13
Carrie	Wright	Mental Health	Mental Health Program Analyst	13
Amy	McByrne	Countryside Adult Home	Director Countryside Adult Home	13
Linda	Wright	Mental Health	Children and Youth SPOA Coord.	13
Tod	Beadnell	DPW/Engineering	Engineer I #2	13
Christopher	LaLuna	Information Technology	Programmer II	13
William	Mahar	Information Technology	Network Coordinator	13
Marlo	Barboza	Sheriff/Jail	Corrections Inspector	13
Karin	Badey	DPW/Up Yonda Farm	Environmental Education Admin	12
Betsy	Henkel	DPW/DPW Administration	Fiscal Manager	12
Denise	DiResta	Veterans Service	Director Veterans	12
Harold	Carlson	Mental Health	Dpty Dir Mental Health/Fiscal	12
Mark	Neale	Sheriff/Sheriff Law Enforcement	Systems Maintenance Coordinator	12
Cynthia	Ross	Office for the Aging	Fiscal Manager	12
Herbert	Levin	Weights & Measures	Director Weights & Measures	12
Heidi	LeClair	Treasurer	Payroll Supervisor	12
Jeffrey	Inglee	DPW/Parks and Recreation	Fish Management Specialist	11
John	Osgood	Information Technology	Computer Help Desk Tech II #2	11
Robert	Hosford	Information Technology	Computer Help Desk Technician II	11
Jason	Shpur	Purchasing	Deputy Purchasing Agent	11
Scott	McLaughlin	Telecommunication	Telecommunications Analyst	11
Sueanne	Linehan	County Clerk	1st Deputy County Clerk	11
Jessica	Burnham	Self Insurance	Deputy Insurance Administrator	11
Monica	Stark	Treasurer	Junior Accountant	11
Sara	Hettel	Public Health/W.I.C.	WIC Coordinator/Nutritionist	11
Adam	Baker	DPW/Engineering	Assistant Engineer #1	10
Kristen	MacEwan	Real Property Tax	Deputy Director Real Property	10
Shannon	Colin	Board of Elections	Deputy Commissioner Elections #1	10
Kimberly	Ross	Board of Elections	Deputy Commissioner Elections #2	10
Amelia	Drexel	Office of Emergency Services/Civil Defense	Emergency Services Coordinator	10
Sarah	McLenithan	Clerk of the Legislative Board	Deputy Clerk of the Board	10
Martin	Fitzgerald	Planning/Planning	Construction Cost Coordinator	10
Peter	Olesheski	DPW/Up Yonda Farm	Naturalist #3	9
Tosha	Brownell	Information Technology	Computer Help Desk Tech. I #1	9
Albert	Smith	Information Technology	Computer Help Desk Tech I #2	9
Darrell	Boutin	Information Technology	Computer Help Desk Tech. 1 #3	9
Paul	Tackett	Tourism	Assistant Tourism Coordinator	9
Sarah	Casey	Civil Service	Civil Service Specialist	9
Jennifer	Howe	Human Resources	Human Resources Specialist	9
Lisa	Carpenter	DPW/Engineering	Junior Transportation Analyst	9
Amy	Turcotte	County Attorney	Secretary to the County Attorney	9
Stanley	Cianfarano	Historian	County Historian (P/T)	8
Kristy	Miller	Administrative Fiscal Services	Conf Secr to Cty Administrator	8
Samantha	Hogan	Clerk of the Legislative Board	Sr Legislative Ofc Specialist #1	8
Michelle	Rodriguez	Probation/Probation	Princ Steno Confidential	8
Madlyn	Wilson	DPW/Up Yonda Farm	Naturalist #2	8
Paulette	McDonald	District Attorney/District Attorney	Secretary to DA	8

2020 NON Bargaining Positions

First Name	Last Name	Department Description	Position Title	GRADE
Raymond	Reiter	County Attorney	Tax Coordinator	8
Karyn	Calo	County Attorney	Legal Assistant #2	8
Jennifer	Smith	Sheriff/Sheriff Law Enforcement	Secretary to the Sheriff	8
Erin	Brothers	Public Defender	Conf. Sec. to 1st Asst. Pub. Def	7
Joanne	Collins	Social Services/Social Services Admin- 02	Confidential Secretary	7
Joan	Wolfe	DPW/DPW Administration	Conf. Asst.-Super. of Pub. Works	7
Susan	Ringler	Public Defender	Confidential Secretary	7
Melissa	Durett-Clapper	Treasurer	Payroll Technician	7
Leslie	Lovelace	Clerk of the Legislative Board	Secretary to the Clerk of Board	6
Molly	Ganotes-Gleason	Clerk of the Legislative Board	Legislative Office Specialist #4	6
Bayla	Jernigan	Civil Service	Civil Service Assistant	6
Teresa	Williams	Human Resources	Human Resources Clerk	5

Non-Bargaining Employee Evaluation Form

Employee Name: _____

Title: _____

- Distinguished (5)** Outstanding performance that results in extraordinary and exceptional accomplishments with significant contributions to objectives of the department.
- Commendable (4)** Consistently generates results above those expected of the position.
- Fully Satisfactory (3)** Good performance, with all position requirements fulfilled.
- Needs Improvement (2)** Performance leaves room for improvement, which may be attributable to being new on the job, not responding favorably to instruction, or other factors.
- Marginal (1)** Performance is clearly less than acceptable and well below minimum requirements.

CATEGORY	RATING (1-5)	COMMENTS (OPTIONAL)
<p><u>Job Knowledge</u> Displays the technical knowledge necessary to successfully perform the functions of the position; demonstrates interest in learning new or additional skills and techniques; maintains sufficient knowledge of services.</p>		
<p><u>Organization & Effectiveness</u> Ability to analyze work, set realistic goals, develop plans of action and utilize time; ability to make good decisions in a timely manner.</p>		
<p><u>Contribution to Morale</u> Ability to work harmoniously with other staff, train and develop staff if applicable, effectively supervise and discipline if applicable, motivate others, and respond positively to instructions and corrective actions.</p>		

CATEGORY	RATING (1-5)	COMMENTS (OPTIONAL)
<p><u>Initiative & Creativity</u> Ability to take self-directed action; proactively requests opportunities for self-development; proposes new methods, procedures, efficiencies.</p>		
<p><u>Judgment</u> Able to arrive at sound decisions after receiving information and weighing facts objectively and without emotion.</p>		
<p><u>Quality of Work</u> Produces accurate work product free from errors; completes tasks in a thorough and timely manner; demonstrates a positive attitude toward tasks; professional interactions with superiors, subordinates, colleagues and members of the public.</p>		
<p><u>Reliability</u> Extent to which the employee can be depended upon to be available for work, do it properly, and complete it on time; the degree to which the employee is trustworthy and persistent.</p>		

COMPREHENSIVE SCORE: _____ (calculate by averaging the scores above)

Evaluated by:

signed

printed

date

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: District Attorney Payroll Dept. No: 5.0
Title of Position: 3rd Assistant District Attorney Base Salary of Position: \$82,078.00 Grade: 4
Filling at Step # (If Known):
Budget code and title: A.1165 110 Salaries-Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 12695/Smith 12193/Brown Date of Vacancy: October 21, 2019
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal State Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other Exempt
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. PCW 10/15/19
Human Resources Director has approved this form when initiated. 10/15/19

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 10/15/19

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature [Signature] Date 10/16/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Announced Justice + Public Safety
The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature] Date 10/22/19

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: District Attorney Payroll Dept. No: 5.0
Title of Position: 4th Assistant District Attorney Base Salary of Position: \$69,275.00 Grade: 2
Filling at Step # (If Known):
Budget code and title: A.1165 110 Salaries-Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 12996/McGerty 1245/Smith Date of Vacancy: October 21, 2019
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal State Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other Exempt
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
The Administrator objects to the filling of the vacancy.

Administrator Signature Date 10/15/19

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 10/16/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice & Public Safety
The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.

In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature Date 10/22/19

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: District Attorney Payroll Dept. No: 5.0
 Title of Position: 5th Assistant District Attorney Base Salary of Position: \$70,520.00 Grade: 3
 Filling at Step # (If Known): _____
 Budget code and title: A.1165 110 Salaries-Regular Union Non-Union
 This position is vacated due to: Retirement Resignation Termination Promotion Other
 Employee No./Last Name: 13139/Goldstein 12990/McCarthy Date of Vacancy: October 21, 2019
 Is this position mandated? Yes No Is the position reimbursable? Yes No
 Source of reimbursement: Federal _____% State _____% Other _____%

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (*hiring would be provisional*) Non-Competitive Other Exempt
 Actual Impact to Budget Report will be provided monthly by Human Resources Director.
 Candidate's qualifications must be approved by Personnel Officer prior to hiring. PO 10/15/19
 Human Resources Director has approved this form when Initialed. 10/15/19

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
 The Administrator objects to the filling of the vacancy.
 Administrator Signature [Signature] Date 10/15/19

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
 The Budget Officer objects to the filling of the vacancy.
 Budget Officer Signature Frank E. Thomas Date 10/16/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice + Public Safety
 The committee has no objection to the filling of the vacancy.
 The committee objects to the filling of the vacancy.
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.
 Ranking Committee Member Signature [Signature] Date 10/22/19

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: District Attorney Payroll Dept. No: 5.0
Title of Position: 6th Assistant District Attorney Base Salary of Position: \$65,258.00 Grade: 2
Filling at Step # (If Known):
Budget code and title: A.1165 110 Salaries-Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 13328/Gobru 13329/Goldstein Date of Vacancy: October 21, 2019
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal State Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other Exempt
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initiated. 10-15-19

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
The Administrator objects to the filling of the vacancy.
Administrator Signature Date 10/15/19

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Date 10/16/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice & Public Safety
The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature Date 10/22/19

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: District Attorney Payroll Dept. No: 5.0
Title of Position: 7th Assistant District Attorney Base Salary of Position: \$65,258.00 Grade: 2
Filling at Step # (If Known):
Budget code and title: A.1165 110 Salaries-Regular Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: 13328-Geboru Date of Vacancy: October 21, 2019
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal State Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other Exempt
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring 10/15/19
Human Resources Director has approved this form when initialed. 10/15/19

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
The Administrator objects to the filling of the vacancy.
Administrator Signature Date 10/15/19

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature Frank E. Thomas Date 10/16/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice & Public Safety
The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature Date 10/22/19

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Works Payroll Dept. No: 19.63
Title of Position: MEO (L) #3 Base Salary of Position: \$33,600 Grade: 7
Filling at Step # (If Known):
Budget code and title: D.5110 MEO (L) #3 Union [X] Non-Union []
This position is vacated due to: [] Retirement [X] Resignation [] Termination [] Promotion [] Other
Employee No./Last Name: #13272 Shaughnessy Date of Vacancy: 10/08/2019
Is this position mandated? [] Yes [X] No Is the position reimbursable? [] Yes [X] No
Source of reimbursement: [] Federal [] State [] Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[X] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 10/15/19

BUDGET OFFICER COMPLETES THIS SECTION

[X] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 10/16/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works
[X] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 10/21/19

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Work Payroll Dept. No: 19.63
Title of Position: MEO-Medium #8 (1251) Base Salary of Position: \$36,214 Grade: 9
Filling at Step # (If Known): Budget code and title: D.5110
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Duggan #12905 Date of Vacancy: 10/17/2019
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal State Other

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
The Administrator objects to the filling of the vacancy.

Administrator Signature Date 10/15/19

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 10/16/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Public Works
The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature Date 10/21/19

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Public Work Payroll Dept. No: 19.63
Title of Position: Highway Manager #2 Base Salary of Position: \$78,991 Grade:
Filling at Step # (If Known):
Budget code and title: D.5010 Highway Manager Union Non-Union
This position is vacated due to: Retirement Resignation Termination Promotion Other
Employee No./Last Name: Johnson #13039 Date of Vacancy: 11/03/2019
Is this position mandated? Yes No Is the position reimbursable? Yes No
Source of reimbursement: Federal % State % Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list Competitive-no list (hiring would be provisional) Non-Competitive Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed.

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.
The Administrator objects to the filling of the vacancy.

Administrator Signature Date 10/21/19

BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.
The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 10/22/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee
The committee has no objection to the filling of the vacancy.
The committee objects to the filling of the vacancy.
In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature Date

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Sheriff Payroll Dept. No: 30.09
Title of Position: Communications Officer #11 Base Salary of Position: \$47,287 (1st yr) Grade:
Filling at Step # (If Known): \$41,740.24
Budget code and title: A.3110 110 Union [x] Non-Union []
This position is vacated due to: [x] Retirement [] Resignation [] Termination [] Promotion [] Other []
Employee No./Last Name: 8394/Roberts Date of Vacancy: 10/26/2019
Is this position mandated? [] Yes [x] No Is the position reimbursable? [] Yes [x] No
Source of reimbursement: [] Federal [] State [] Other []

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[x] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring.
Human Resources Director has approved this form when initialed. 10/16/19

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[x] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 10/16/19

BUDGET OFFICER COMPLETES THIS SECTION

[x] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature [Signature] Date 10/18/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Criminal Justice & Public Safety
[x] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature [Signature] Date 10/22/19

RESOLUTION REQUEST FORM NO. 12

Schedule "A"

NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an existing funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a new position. For complete instructions on the procedure to be followed, see the reverse of this form.

DEPARTMENT HEAD COMPLETES THIS SECTION

Department: SOCIAL SERVICES Payroll Dept. No: 40.00
Title of Position: Senior Account Clerk #4 Base Salary of Position: \$33,600 Grade: 7
Filling at Step # (If Known):
Budget code and title: A6010 110 - Salaries - Regular Union [checked] Non-Union []
This position is vacated due to: [] Retirement [] Resignation [] Termination [] Promotion [] Other [checked]
Employee No./Last Name: Mammone / 11766 Date of Vacancy: TBD (11/15/19 or later)
Is this position mandated? [checked] Yes [] No Is the position reimbursable? [checked] Yes [] No
Source of reimbursement: [checked] Federal 50 % [checked] State 25 % [] Other %

CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

[checked] Competitive-active eligible list [] Competitive-no list (hiring would be provisional) [] Non-Competitive [] Other
Actual Impact to Budget Report will be provided monthly by Human Resources Director.
Candidate's qualifications must be approved by Personnel Officer prior to hiring. PCO 10/16/19
Human Resources Director has approved this form when initialed. JF 10/16/19

COUNTY ADMINISTRATOR COMPLETES THIS SECTION

[checked] The Administrator has no objection to the filling of the vacancy.
[] The Administrator objects to the filling of the vacancy.
Administrator Signature [Signature] Date 10/16/19

BUDGET OFFICER COMPLETES THIS SECTION

[checked] The Budget Officer has no objection to the filling of the vacancy.
[] The Budget Officer objects to the filling of the vacancy.
Budget Officer Signature [Signature] Date 10/16/19

SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health, Human & Social Services
[checked] The committee has no objection to the filling of the vacancy.
[] The committee objects to the filling of the vacancy.
[] In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.
[] In the case of an emergency, Committee Chair objects to the filling of the vacancy.
Ranking Committee Member Signature [Signature] Date 10/21/19